

# Performance Appraisal Application (PAA)

## PAA Corrections Process

- Process allows changes to NSPS appraisals in the PAA
  - As a result of reconsiderations – next slide
  - [Administrative corrections](#) – see slide 14
- Available to Pay Pool Managers and Administrators and their alternates
  - Access is to appraisals of employees in your pay pool only
  - For others, must be done by HR
- Final output is a “completed” appraisal
  - Can be printed or saved (PDF file)
- Usable with PAA version 2 or version 3
- Must be in one of the following statuses:
  - Completed (if completed, can print / save immediately)
  - Approved by PPM
  - Pending PPM Approval
  - PPM Returned for Review (PPM Returned for Correction in PAA v3)

# Reconsideration Corrections


- If the PPM or PRA change an employee's ratings due to a reconsideration request, the changes must be processed in the PAA
- Any pay changes must be submitted via RPA
  - For calculation instructions and RPA instructions, refer to  
[NSPS Bulletin on Payout, Rating, and Appraisal Changes from Errors or Reconsideration Requests](#)

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-  [Manage Pay Pool IDs](#)
-  [Manage Employee Pay Pool ID](#)
-  [Request CWB Extract File](#)
-  [View/Print Employee Appraisal Info](#)
-  [NSPS Appraisal Administration V2](#)
-  [NSPS Appraisal Administration V3](#)
-  [Load NSPS Payout Files](#)
-  [Apply Action\(s\) to Multiple Employees \(PAA V3\)](#)
-  [PAA Corrections - Final Appraisal](#)

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- From the Pay Pool Mgr or Admin tab, select the PAA Corrections Link

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 **Performance Appraisal Application (PAA)**

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**Appraisal Form Correction**


\*Indicates required field

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**Appraisal Search**

1. Begin with entering your search criteria. You must enter a date in the Appraisal Effective Date field. You must enter a value in at least one other field.  
 2. Select the 'Find' button.  
 3. The search results will only provide the PAA records in your pay pool.

\* Appraisal Effective Date  

Employee Name

Employee Number

Appraisal ID

**Appraisal Results**

Employee Name	Employee Number	Appraisal ID	Appraisal Type	Appraisal Date	Appraisal Status	Appraisal Version	Action
No search conducted.							

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- Enter the Appraisal Effective date as 01-Jan-2009
- Enter employee name or number to search for the employee's plan
- Hit the "Find" button to run the search


25 Feb 2009

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 **Performance Appraisal Application (PAA)**

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### Appraisal Form Correction


\*Indicates required field


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#### Appraisal Search

1. Begin with entering your search criteria. You must enter a date in the Appraisal Effective Date field. You must enter a value in at least one other field.
2. Select the 'Find' button.
3. The search results will only provide the PAA records in your pay pool.

\* Appraisal Effective Date  

Employee Name  

Employee Number

Appraisal ID

#### Appraisal Results

Employee Name	Employee Number	Appraisal ID	Appraisal Type	Appraisal Date	Appraisal Status	Appraisal Version	Action
Washington, George	1	1	Annual Appraisal - NSPS	01-Jan-2009	Completed	2.0	Reconsideration Correction <input type="button" value="Go"/>

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- Reconsideration Correction is the default option in the "Action" box; select "Go" to continue
- From the menu you can also select an "Administrative Correction" (see slide 14)
- Completed appraisals: You may also view communication details, or print/save the completed DD2906 form

25 Feb 2009

- All reconsideration details are on the same page; the next few slides will take you through each section of the page

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appraisal.

**Important Note:** This process does not include corrections to Interim Reviews or Closeout Assessments.

**Appraisal Form Details**

- If the appraisal is in a 'Completed' Status, this area displays information from the final appraisal form related to approvals and communication to the employee. This information cannot be modified.
- If the appraisal is incomplete (e.g., in 'Pending PPM Approval' or 'PPM Returned for Review/Change' status), you may update certain information related to approvals and communication to the employee. This information will be displayed on the completed appraisal form.

Employee Name

Employee Number

Appraisal ID

Appraisal Effective Date

Rating Official Name

Communication Date

Communication Method

Other Method

Higher Level Reviewer Name

Higher Level Reviewer Approval Date

Pay Pool Manager (PPM) Name

Pay Pool Manager Approval Date

**Final Appraisal Reconsideration Decision and Approval Information**

Enter the Level Decision was Made, Date of Decision and the name of the individual who made the decision to correct the appraisal (either the Pay Pool Manager (PPM) or Performance Review Authority (PRA)).

Correction Type **Reconsideration Correction**

\* Level Decision was Made

\* Date of Decision

Pay Pool Manager (PPM) Name

Or

Performance Review Authority (PRA) Name

**Certification Information**

I certify that all corrective information in this worksheet has been reviewed and approved.

Certified by

Certification Date **10-Feb-2009**

- Information in this area will self-populate. You can not correct this information in a reconsideration.




- Enter reconsideration information here (see next slide).

25 Feb 2009

Pay Pool Manager (PPM) Name  
Pay Pool Manager Approval Date

#### Final Appraisal Reconsideration Decision and Approval Information

Enter the Level Decision was Made, Date of Decision and the name of the individual who made the decision to correct the appraisal (either the Pay Pool Manager (PPM) or Performance Review Authority (PRA)).

Correction Type	<b>Reconsideration Correction</b>
* Level Decision was Made	<input type="text"/>
* Date of Decision	<input type="text"/> 
Pay Pool Manager (PPM) Name	<input type="text"/> 
Or	
Performance Review Authority (PRA) Name	<input type="text"/> 



#### Certification Information

I certify that all corrective information in this worksheet has been reviewed and approved.

Certified by  
Certification Date **10-Feb-2009**

- Note if the reconsideration decision was made by the PPM or PRA
- Note the date of the decision
- Enter either the PPM or PRA Name (whoever made the decision).
- The certification information area will self-populate with the name of the user making the changes and the date

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Back Forward Stop Home Search Favorites

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### Certification Information

I certify that all corrective information in this worksheet has been reviewed and approved.

Certified by  
Certification Date **10-Feb-2009**

### Job Objective Ratings

This area allows you to change information related to the individual job objective ratings. The Average Score and Rating of Record will be auto-populated as changes are made. To view the Job Objective text, select the radio button next to the specific job objective.

Select	Number	Objective Title	Contributing Factor(s)	Weight	Adjusted Weight	Rating	Contributing Factor Impact	Adjusted Rating
<input checked="" type="radio"/>	1	Program Administrator	Communication	80	80	3	0 (Neutral)	3
<input type="radio"/>	2	Policy Development	Technical Proficiency			NR	0 (Neutral)	
<input type="radio"/>	3	Support	Cooperation and Teamwork	20	20	3	0 (Neutral)	3

### Rating of Record, Shares and Payout Distribution

This area displays the computed Average Score and Rating of Record and allows changes to the number of Shares. For PAA Version 3.0 and above, Payout Distribution: Payout (\$), Salary Increase (\$) and Bonus (\$) can be updated..

Average Score **3.0**  
 Rating of Record **3 - Valued Performer**  
 \* Shares   
 Share Value

Payout Distribution  
 Payout (\$)  
 Salary Increase (\$)  
 Bonus (\$)

**Important Note:** Values populated in the Payout Distribution columns are from the CWB staging tables and may not reflect the most current information if corrective personnel actions have taken place.

### Job Objective

This area displays the Job Objective text associated with the Job Objective selected in the Job Objective Ratings table above. This information cannot be modified.

The text of the job objective displays here. It can not be edited.

- At this part of the page, you can adjust the Objective Titles, weights, and ratings (usually, only ratings will be changed). Adjusted ratings, average score, and rating of record will update automatically as you make changes.
- Indicate the number of shares received. For PAA Version 2 plans, no salary information displays.
- The job objective text displays, but can not be edited.

25 Feb 2009



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Back Forward Stop Reload Home Search Favorites Print Mail

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### Assessments

This area displays the Employee Self Assessment and Rating Official Assessment. This information can be modified.

#### Employee Self Assessment

Employee's Self Assessment will appear here.

(Limit to 8000 characters) Counter 5706

#### Rating Official Assessment

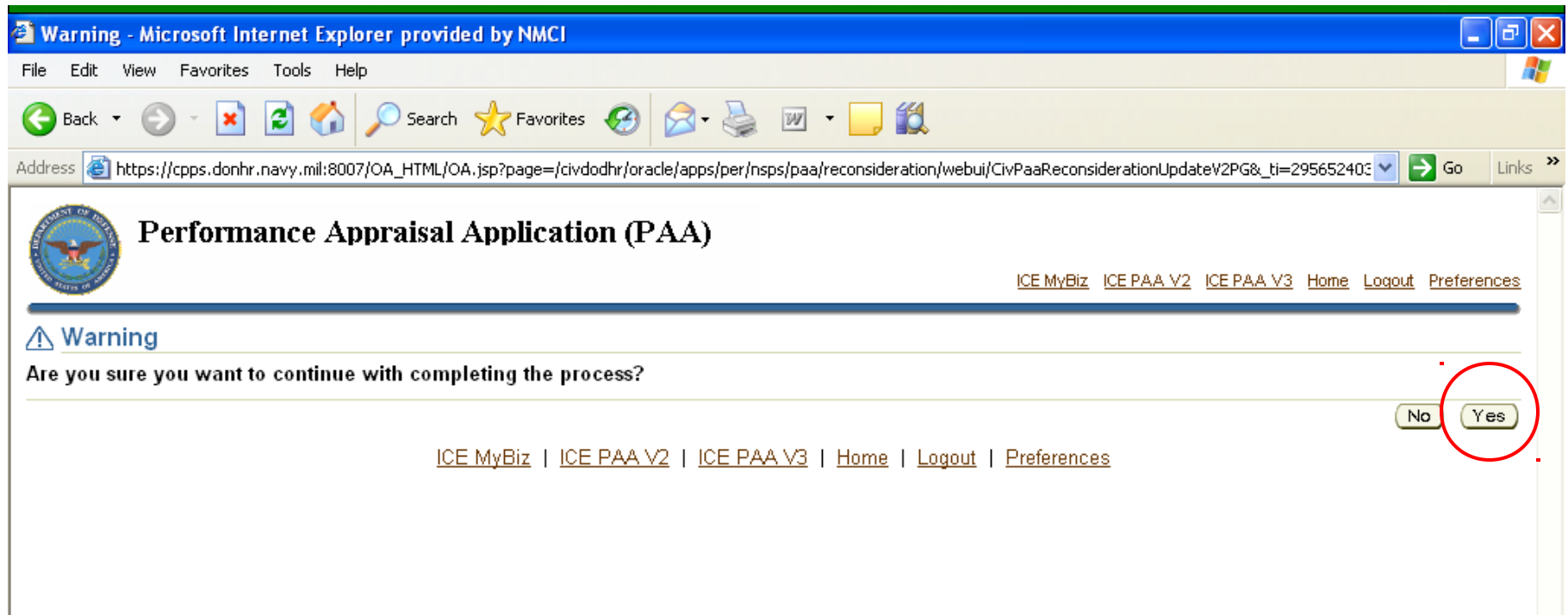
Rating Official's Assessment will appear here.

(Limit to 8000 characters) Counter 1578

Cancel **Save and Complete**

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- If any assessment changes need to be made, you can enter them here
- Once all changes have been made, select the “Save and Complete” button



- A confirmation screen appears; select “Yes” to continue.




- This warning screen reminds you that any pay corrections must be processed via RPA – just updating the appraisal will NOT update pay!
- While the appraisal changes are instantaneous, pay changes are done separately and will take more time
- Select “OK” to continue.

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Back Forward Stop Home Search Favorites Reload Mail Print Wordpad Address Bar


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**Appraisal Form Correction: Worksheet Details - Administrative**

\*Indicates required field

 The appraisal has been updated. Select the Print Report button to view or print the final appraisal form or select the Done button to return to the Appraisal Search Page. [Need Help?](#)

**Appraisal Form Details**

Employee Name	
Employee Number	
Appraisal ID	
Appraisal Effective Date	
Rating Official Name	
Communication Date	
Communication Method	
Other Method	
Higher Level Reviewer Name	
Higher Level Reviewer Approval Date	
Pay Pool Manager (PPM) Name	
Pay Pool Manager Approval Date	

**Decision and Approval**

Correction Type	
Level Decision was Made	Pay Pool Manager (PPM)
Date of Decision	
Pay Pool Manager (PPM) Name	
Or	
Performance Review Authority (PRA) Name	

**Print Report** **Done**

• Appraisal information will appear in this area.


- Confirm the information is correct on this page.
- Select "Print Report" to print or save a copy of the revised DD2906.
- Once complete, select "Done" to finalize the process.

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Back Forward Stop Home Search Favorites Refresh Print Mail Stop

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### Appraisal Form Correction


\*Indicates required field

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### Appraisal Search

1. Begin with entering your search criteria. You must enter a date in the Appraisal Effective Date field. You must enter a value in at least one other field.
2. Select the 'Find' button.
3. The search results will only provide the PAA records in your pay pool.

\* Appraisal Effective Date  

Employee Name

Employee Number

Appraisal ID

### Appraisal Results

Employee Name	Employee Number	Appraisal ID	Appraisal Type	Appraisal Date	Appraisal Status	Appraisal Version	Action
No search conducted.							

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- After completion, you are returned to the search page.
- The appraisal will be in “Completed” status
- The employee will also be able to pull this form from the “Completed Plans / Appraisals” link on the PAA main page

# Administrative Corrections


- Use for changes not due to a reconsideration request
- Data that can be changed will vary depending on the status of the appraisal
  - Ratings cannot be changed with this process
  - Assessment text can always be changed

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 **Performance Appraisal Application (PAA)**

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### Appraisal Form Correction


\*Indicates required field

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### Appraisal Search

1. Begin with entering your search criteria. You must enter a date in the Appraisal Effective Date field. You must enter a value in at least one other field.
2. Select the 'Find' button.
3. The search results will only provide the PAA records in your pay pool.

\* Appraisal Effective Date  

Employee Name

Employee Number

Appraisal ID

**Enter 01-Jan-2009 date and employee name or number, then click <Find>**

**Select Administrative Correction and click <Go>**

#### Appraisal Results

Employee Name	Employee Number	Appraisal ID	Appraisal Type	Appraisal Date	Appraisal Status	Appraisal Version	Action
Clopp, Neda J	60157	218	Annual Appraisal - NSPS	01-Jan-2009	Pending PPM Approval	2.0	<input type="button" value="Administrative Correction"/> <input type="button" value="Go"/>


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 **Performance Appraisal Application (PAA)**

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### Appraisal Form Correction: Worksheet Details - Administrative







\*Indicates required field Cancel Save and Complete [Need Help?](#)

This screen allows you to correct appraisal forms due to administrative correction that are in a 'Completed' status as well as correct PAA records that are in a 'Pending PPM Approval' or 'PPM Returned for Review/Change' status so that a 'Completed' appraisal form can be produced. Corrections are limited to those items associated with the final appraisal.

**Important Note:** This process does not include corrections to job objective ratings, share and payout distribution, Interim Reviews or Closeout Assessments.


#### Appraisal Form Details

- If the appraisal is in a 'Completed' Status, this area displays information from the final appraisal form related to approvals and communication to the employee. This information cannot be modified.
- If the appraisal is incomplete (e.g., in 'Pending PPM Approval' or 'PPM Returned for Review/Change' status), you may update certain information related to approvals and communication to the employee. This information will be displayed on the completed appraisal form.

Employee Name	<b>Clopp, Neda J</b>
Employee Number	<b>60157</b>
Appraisal ID	<b>218</b>
Appraisal Effective Date	<b>01-Jan-2009</b>
* Rating Official Name	<b>Wattenberg, Britteny</b>
* Communication Date	<b>15-Dec-2008</b> 
* Communication Method	<b>Face to Face</b> 
Other Method	<input type="text"/>
* Higher Level Reviewer Name	<b>Arqueta, Floyd C</b> 
* Higher Level Reviewer Approval Date	<b>08-Sep-2008</b> 
* Pay Pool Manager (PPM) Name	<b>Arqueta, Floyd C</b> 
* Pay Pool Manager Approval Date	<b>15-Nov-2008</b> 

**Communication documentation can be entered or changed if appraisal is not in "Completed" status**

#### Final Appraisal Administrative Correction Decision and Approval Information

Done.  Trusted sites



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### Final Appraisal Administrative Correction Decision and Approval Information

Enter the Level Decision was Made, Date of Decision and the name of the individual who made the decision to correct the appraisal (either the Pay Pool Manager (PPM) or Performance Review Authority (PRA)).

Correction Type **Administrative Correction**

\* Level Decision was Made **Pay Pool Manager (PPM)**

\* Date of Decision **22-Jan-2009**

Pay Pool Manager (PPM) Name **Arqueta, Floyd C**

Or

Performance Review Authority (PRA) Name

**Level of Decision, name, and date of authorization must be entered**

### Certification Information

I certify that all corrective information in this worksheet has been reviewed and approved.

Certified by **Brdamrtt, Scmy Rdr**

Certification Date **24-Feb-2009**

**Certification information automatically enters name of person making the change**

### Job Objective Ratings

This area displays the Job Objective text associated with the Job Objective selected in the Job Objective Ratings table below. This information cannot be modified.

Select	Number	ObjectiveTitle	Contributing Factor(s)	Weight	Adjusted Weight	Rating	Contributing Factor Impact	Adjusted Rating
<input type="radio"/>	1	Evaluation of Industrial Pro	Cooperation and Teamwork	40		3	-1	2
<input type="radio"/>	2	Industrial Property Inspect	Cooperation and Teamwork	40		4	0 (Neutral)	4
<input checked="" type="radio"/>	3	Special Projects	Customer Focus	20		3	+1	4

Done. Trusted sites

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Select	Number	Objective Title	Contributing Factor(s)	Weight	Adjusted Weight	Rating	Contributing Factor Impact	Adjusted Rating
<input checked="" type="radio"/>	1	Evaluation of Industrial Pro	Cooperation and Teamwork	40		3	-1	2
<input type="radio"/>	2	Industrial Property Inspect	Cooperation and Teamwork	40		4	0 (Neutral)	4
<input type="radio"/>	3	Special Projects	Customer Focus	20		3	+1	4

**Rating of Record, Shares and Payout Distribution**

This area displays as read only the computed Average Score, Rating of Record, Shares and Payout Distribution.

Average Score	3.2	Payout Distribution	
Rating of Record	3 - Valued Performer	Payout (\$)	
Shares		Salary Increase (\$)	
Share Value		Bonus (\$)	

**Important Note:** Values populated in the Payout Distribution columns are from the CWB staging tables and may not reflect the most current information if corrective personnel actions have taken place.

**Job Objective**

This area displays the Job Objective text associated with the Job Objective selected in the Job Objective Ratings table above. This information cannot be modified.

Accomplish the review, analysis and evaluation of current or projected industrial property programs in accordance with established timelines and applicable laws, regulations, agreements and policies. Coordinate with representatives of the Army, other services, and DoD components in developing, monitoring and evaluating joint industrial property programs. Based on these reviews and analysis, complete program enhancements in a timely manner per published DA and IMCOM guidance.

Use the buttons to move between job objectives (this will be more important when using PAA version 3)

Rating information and job objectives cannot be changed using the Administrative Correction option

Done. Trusted sites

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Back Forward Stop Home Search Favorites Links Google Yahoo CPOL CPOL-NSPS AKO DCPDS Portal

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### Assessments

This area displays the Employee Self Assessment and Rating Official Assessment. This information can be modified.

#### Employee Self Assessment

Obj 1, Program Review and Analysis. During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

Obj 2, Evaluation and Inspection. I participated in two teams to evaluate logistics readiness at this installation, one in the supply department and one in the maintenance department. For both the studies I prepared the final reports containing our findings, obtained team concurrence on the conclusions, and submitted them to the management within the time frames established.

Obj 3, Logistics Management Software. I worked on the software upgrade program. I communicated our concerns and recommendations to the engineers (contractors) on the software upgrade and changes in the overall design of the application. These have not yet been fielded.

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#### Rating Official Assessment

Obj 1, Program Review and Analysis. Mr. Mowery worked on the best practices initiative for logistics streamlining. He did a great job in meeting with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee which was approved. He submitted a list of best practices to the committee and they were approved. He accomplished despite a tight deadline. We anticipate further improvements as a result of his efforts.

Obj 2, Evaluation and Inspection. Mr. Mowery worked on two team projects to evaluate logistics readiness in the Supply and Maintenance Departments. He single-handedly prepared the final reports for these studies, and his work reflected an outstanding understanding of the processes involved and the potential areas for improvement. Despite very short timeframes for producing the reports, he was able to produce high quality reports and significant improvements in our logistics readiness. Both Department heads have praised his performance.

Obj 3, Logistics Management Software. Mr. Lowery has been our primary point of contact with the engineers who are upgrading the software. He was very good at keeping the contractors informed of our concerns and recommendations. I anticipate that he will continue to be a very good point of contact for this project as the deadline for fielding approaches.

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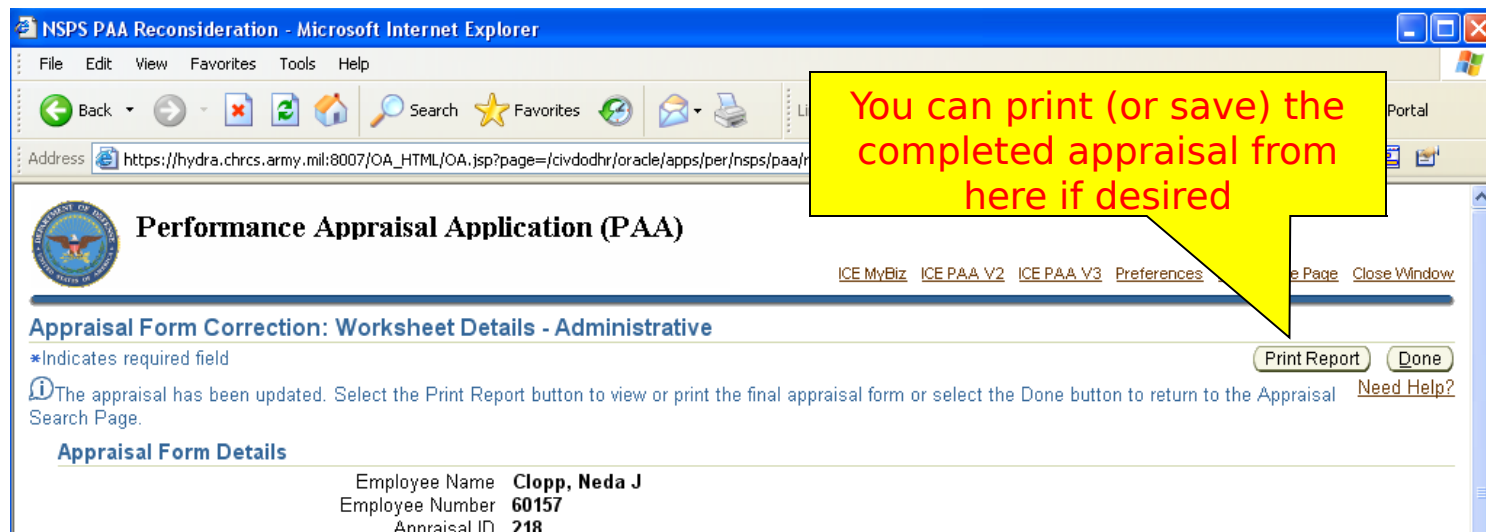
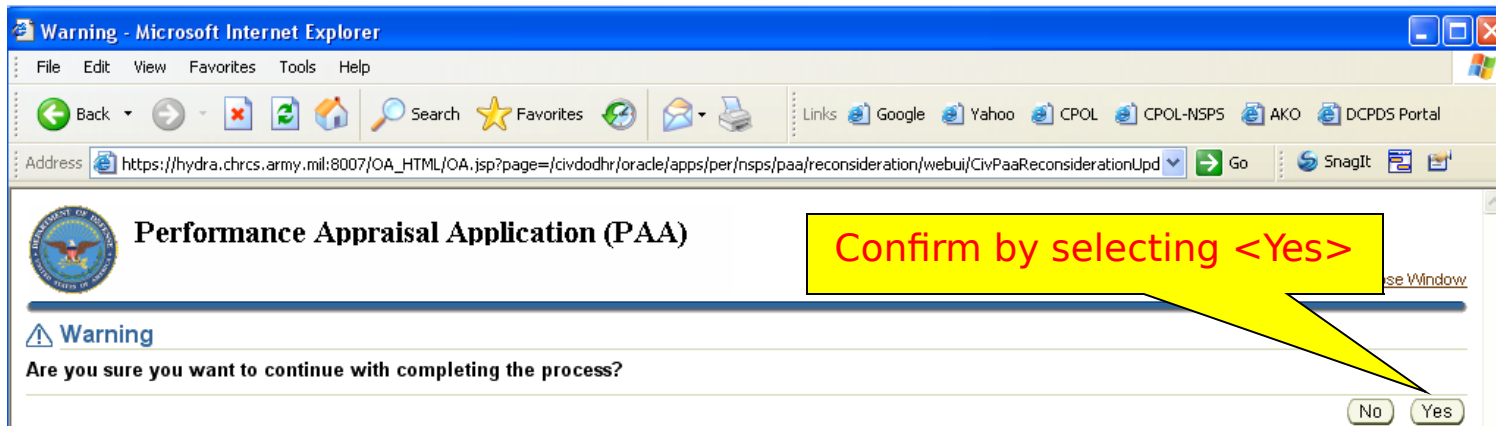
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